

**Troy Township  
Building Renovation Committee Meeting Notes  
Tuesday, March 1, 2022  
3:02 p.m.**

Committee Chairman Supervisor Joseph D. Baltz called the meeting to order at 3:02 p.m.

The Pledge of Allegiance was recited, led by Trustee Bryan Kopman.

Committee Members in Attendance:

Chairman Supervisor Joseph D. Baltz                      Trustee Jerry Nudera  
Assessor Kimberly Anderson  
Administrator Jennifer Dylik (non-voting member and acting as Secretary)

Committee Members Absent:

None

A quorum is established. Also in attendance is Mr. Jacob Been from Healy Bender Patton & Been.

For the record, employee Nathan Nemanich, Trustee Bryan Kopman, and Trustee Johnnie Greenwood are in attendance.

Chairman Baltz asked three times for any citizen comments. No comments were made.

Administrator Dylik complimented the Committee on their hard work over the past several months to address the goals of the project that were originally defined in the fiscal year 2021-2022 budget. The overall goals of the project included creating a central reception area off the Community Center entrance, space renovations to the Assessor's office area, secure back-office space for staff, an expanded employee lunchroom, new paint and carpet throughout, and more. Dylik did report that pricing was coming in higher than originally anticipated, likely as a result of supply chain issues due to Covid, but she was pleased that the Committee did such a good job addressing all of the previously stated goals for this project. Supervisor Baltz added that the impacts of Covid have emphasized the fact that a single point of entry and a secured entry are truly needed.

Chairman Baltz turned the meeting over to Mr. Been to discuss the project, plans, and pricing.

Mr. Been distributed copies of the plans. He gave a general overview of the plans, the proposed building layout, and the proposed exterior improvements.

Collector Dawn Damiani joined the meeting at approximately 3:11 p.m.

Mr. Been reviewed the more substantial interior renovations in detail. Changes to the Assessor's office space include space reorganization, elimination of the current vestibule and foyer converting it into usable office space, and the creation of a dedicated server room apart from the mechanical room. Other major interior renovations include creating a reception area off the Community Center entrance. The features of the reception area were highlighted and include a full glass wall and a secured buzz-in style door to get to the back-office space. Collector Damiani asked if the reception glass was bullet proof. It is not.

Mr. Been then reviewed the updates to the Community Center which include carpet, paint, and technology updates. Technology updates include adding a large TV/monitor to be installed (on the wall with the logo currently on it), a rolling stand with another large TV/monitor for the Board to be able to see what is being displayed, a third smaller TV/monitor over the piano is scheduled, as well as sound system updates.

Supervisor Baltz requested that Mr. Been examine how the water flows off the roof and if a collector box with a downspout would be helpful. Mr. Been will investigate.

Mr. Been reviewed the ceiling tile plans, flooring plans, electrical plans, plumbing plans, mechanical plans, fire suppression plans, lighting plans, etc. Mr. Been noted that a repair to circuit #3 in the RTU is included in this project so the building will be back to operating with full functioning equipment.

Chairman Supervisor Baltz asked for any questions. No questions were raised.

Mr. Been then reviewed the two phases of project. Phase 1 includes the Community Center, reception area, Supervisor's side renovations, and the employee lunchroom. Phase 2 will encompass the entire Assessor's side of the project. By completing the spaces in phase 1 first, it allows the Assessor's staff to move into spaces within phase 1 so that the contractor can then have complete access to the phase 2 space. The reception area construction will likely span both phase 1 and phase 2.

Mr. Been then reviewed the budget (January 13, 2022, version) which is broken down into 4 sections:

1. Construction Costs
2. Furniture, Fixtures, and Equipment
3. Administrative Costs and Professional Fees
4. Project Contingency

Trustee Nudera asked how long demolition and construction would take. Mr. Been's estimate is a few months, likely around 90 days, but this can vary due to supply issues.

Trustee Kopman left the meeting at approximately 3:40 p.m.

With regards to the budgeted numbers, Mr. Been noted that some assumptions needed to be made. The budget is estimated in early 2022 dollars, and it is assumed that no asbestos abatement will be needed. Mr. Been reviewed each budget category:

Category 1 – Construction Costs includes contractor bonds, demolition, general construction, flooring, painting, the reception area built-ins, mechanical, electrical, plumbing, technology rough-ins, interior signage, RTU repairs, dryvit repairs, etc. Total budget is \$458,500.00.

Category 2 – Furniture, Fixtures & Equipment – These are items that Mr. Been could not necessarily specifically budget for as they will not be the contractor's responsibility. These items include the purchase of cubicles, other miscellaneous furniture, low voltage wiring, meeting room technology (2 – 3 TV/monitors, sound system, etc.) and will be the responsibility of the Township to secure. Total budget is \$84,000.00.

Category 3 – Administrative Costs & Professional Services – Building permit and inspections. Also includes architectural engineering fees. Total budget is \$68,900.00.

Category 4 – Project Contingency 10% of construction cost. Total budget is \$46,000.00.

Mr. Been has estimated the total project cost at \$657,400.00

Mr. Been and Administrator Dylik distributed potential bid and construction schedules. The schedule includes "block out" times when the contractor would not have access to space located within phase 1 or phase 2. When bidding, Mr. Been recommends allowing the contractors to state the number of calendar days they need to complete the project as opposed to telling the contractor they must be complete by a certain date. He believes the Township would receive better pricing this way.

Three scenarios were presented for possible bid dates:

Publish Bid	Award Bid	Estimated Start Date
April 1, 2022	May 16, 2022	July 11, 2022
May 6, 2022	June 20, 2022	August 15, 2022
June 3, 2022	July 18, 2022	September 12, 2022

Supervisor Baltz recommended a bid publish date of May 6, 2022, as that will be after the budget is approved in April.

Supervisor Baltz asked the committee if they wanted to move forward with all, parts, or none of the project. Administrator Dylik confirmed that she has budgeted for the entire project in the 2022-2023FY Proposed Budget that was distributed to the Board. Supervisor Baltz asked the committee for any questions, commented that his recommendation is to do the entire project, and that he would like to see the bid publish date as May 6<sup>th</sup>.

Trustee Nudera asked Dylik to confirm that the entire projected was budgeted for in the budget proposal. Dylik confirmed that yes, she has budgeted the figures provided by Mr. Been in the proposed 2022-2023 budget. She further commented that in her budget cover letter to the Board, she is asking the Finance Committee and Board to consider if the entire project should be paid using cash reserves or if financing should be considered for a one-to-two-year period.

Motion made by Trustee Nudera, seconded by Assessor Anderson to recommend to the Finance Committee and the Board to move forward with the entire project with a bid publish date of May 6<sup>th</sup>. Motion carried.

Supervisor Baltz asked if another meeting should be schedule. Administrator Dylik did not feel a meeting needed to be scheduled at this time. If the need arises, Dylik will schedule another meeting.

Supervisor Baltz asked Trustee Greenwood if he had any questions. No questions were raised.

Motion made by Assessor Anderson; seconded by Trustee Greenwood to adjourn the meeting at 3:57 p.m.

  
Jennifer Dylik, Secretary